

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

October 17, 1990

AGENDA

1. Call to order
2. Audit report--Bill Lau
3. Minutes of the meeting of September 19, 1990
4. Correspondence
5. Bills for payment
6. Librarian's report
7. Financial report
8. Old Business
 - A. Building consultant
 - B. New property: sign, insurance
 - C. Art Fair purchase award
 - D. Library refurbishing: painting, shades, signs, etc.
 - E. Executive session minutes
 - F. Zoning hearing
 - G. November meeting date
9. New Business
 - A. Sale of Koelling house
 - B. Trustee workshop--fringe benefits
 - C. Proposal for accounting and audit
 - D. Management letter--Bill Lau
 - E. Material selection policy
10. Executive session to discuss real property
11. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING - OCTOBER 17, 1990

The meeting was called to order at 4:35 P.M. by the President Frank Shepley in the board room of the library building. In addition to Shepley, the following Trustees were present: Herb Schultz, Jim Adams, Shirley Murray, Sandra Klausman, Marian Engel, and Rose Marie Foley. Also present were Head Librarian Sharon Wsol and Whitney Scott of the Times Newspapers.

The minutes of the September 19, 1990 board meeting were approved with correction.

At 4:40 P.M., Wm. Lau, C.P.A. joined the meeting to review the Comprehensive Annual Financial Report. At the conclusion of Lau's report, Sharon commented that a levy was not made in the IMRF and Public Liability accounts. Sandy requested of Lau that the financial reports be at the library the Monday before a board meeting.

Correspondence consisted of a notice from SLS regarding a workshop on October 29th at SLS. This workshop will discuss fringe benefits including the health plans currently available to public libraries. A memorandum from SLS Executive Director James O'Brien was received in regard to the Regional Illinois White House Conference inviting interested observers to attend the meeting on October 20th at St. Xavier College. (Copies of correspondence are attached.)

Sharon presented the bills for payment. She mentioned that the bills for the first and second quarter have been paid for professional services. Herb Schultz moved and it was seconded that the bills be paid. On a roll call, all trustees present voted Aye. Nays: None. Absent: None. MOTION CARRIED.

Sharon reviewed the Librarians Report and the Youth Services Report as attached.

Sandy presented the financial report as prepared by Wm. A. Lau, C.P.A. A portion of the cash in the checking account will be moved to IPTIP. Sharon will check on the fund balance reserve.

OLD BUSINESS

Building Consultant

Les Stoeffel has received the first draft in regard to the building and the library is waiting to hear his reaction.

New Property: Sign, Insurance

Jim Adams is to approach Swanson Sign Company in regard to getting an estimate about the cost of putting a sign on the recently purchased property. Sharon has secured liability insurance for the empty Koelling house. The insurance company is not happy about insuring vacant property.

Art Fair Purchase

Wooden Toys in the amount of \$86 were purchased at the Crete Art Fair and will be displayed in the children's department.

Library Refurbishing

Painting: Two people have looked at the job to be done, but only one bid has been received so far.

Shades: A representative from "Oops We Goofed" is to give an estimate on cost for window coverings. Rose Marie is to contact him to remind him that we are awaiting his bid.

Signs: The signs for the desks are ready for display.

Executive Session Minutes

A committee consisting of Herb Schultz and Frank Shepley reviewed the executive session minutes. Jim Adams moved that the minutes approved by them be released. The motion was seconded. All present voted Aye.

Nays: None. Absent: None. MOTION CARRIED.

Zoning Hearing

Sharon and Herb will go to the zoning hearing on the new property on October 18 at the village hall.

November Meeting Date

Sandy moved that the next library board meeting be moved from November 21 to November 14. After discussion she amended the motion and it was seconded that the meeting be moved to Tuesday, November 13th at 4:30 P.M. All trustees present voted Aye. Nays: None. Absent: None.

MOTION CARRIED.

NEW BUSINESS

Sale of Koelling House

Marian moved and it was seconded that we follow the lawyer's advice and not specify a minimum bid in the sale of the Koelling house. All trustees present voted Aye. Nays: None. Absent: None. MOTION CARRIED.

1990-6 Resolution

Jim Adams moved and it was seconded that the board adopt Resolution 1990-6 of the Library Board of Trustees of the Crete Public Library District, Will County, Illinois, relative to Proposed Sale of Library Property.

On a roll call all trustees present voted Aye. Nays: None. Absent: None. MOTION CARRIED.

Trustee Workshop

Sharon will attend the workshop at SLS on October 29 in regard to the various health plans. Sandy will check and let Sharon know if she is able to attend.

Proposal for Accounting and Audit

The proposal for audit from Wm. Lau is \$1550. (\$930 upon completion of preliminary work, and \$620 upon completion.) Last year the cost was \$1275. Shirley Murray moved and it was seconded that Lau be retained as library auditor. All present voted Aye. Nays: None. Absent: None.

MOTION CARRIED. A proposal from Lau was received to continue serving as accountant at a cost of \$295 per month. (Last Year: \$280) Shirley Murray moved and it was seconded that the library retain Wm. A. Lau as accountant. All present voted Aye. Nays: None. Absent: None.

MOTION CARRIED.

Management letter - Bill Lau

Lau's recommendations included the following:

1. All invoices initialed by two board members.
2. Petty cash should be counted each day by two people.
3. A new W4 form should be given out each year. (Sharon has had each employee fill out a new one.)
4. Payroll print outs should be clipped together and in order. (Sharon mentioned that she is keeping print outs in this manner.)

Material Selection Policy

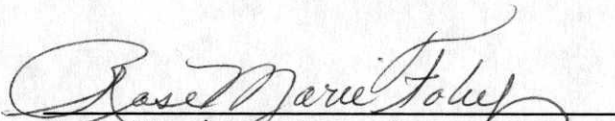
Sharon has rewritten an expanded material selection policy which has been discussed with the staff. Freedom to View Statement was distributed. Herb Schultz moved and it was seconded that the board adopt the policy on the selection of library materials and the collection management. On a roll call, all trustees voted Aye. Nays: None. Absent: None. MOTION CARRIED. Policy is attached.

At 6 P.M., Sandy moved and it was seconded that the board go into executive session to discuss real property. All present voted Aye. Nays: None. Absent: None. MOTION CARRIED.

At 6:20 P.M., the board came back into open session. Shirley Murray moved and it was seconded that Jim Adams contact Ed Kowalski and ask him to remove the bee hives from the Koelling property. All present voted Aye. Nays: None. Absent: None. MOTION CARRIED.

Sharon mentioned that she has distributed to each trustee suggested policy changes for sections 100, 200, and 300. Trustees are to review with the hope that the changes can be discussed and passed at the next meeting.

The meeting adjourned at 6:28 P.M.


Rose Marie Foley, Secretary.